



Loudoun County, Virginia

Division of Procurement
1 Harrison St, SE 4th Floor MSC 41C
Leesburg, Virginia 20175

May 08, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 2

RFQ 205782

The following changes and/or additions shall be made to the original Request for Proposal No. 205782, Architectural Services. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The purpose of this addendum is to respond to questions received and to modify the contract documents section 7.1.G to read the following:

Please note: Due to the current pandemic each offeror shall submit **one** (1) hard copy original (electronic signatures are acceptable) and (1) electronic copy in a searchable, single PDF file on a USB flash drive, of their proposal to the County's Division of Procurement as indicated on the cover sheet of this RFP.

Prepared by: Nebila Kurtu/s/ Date: 5/08/2020
Contracting Officer

Acknowledged by: _____ Date: _____

Questions and Answers

Q1: Under Section 3.0: Background Information, the RFP calls for a full team of consultants including, “all engineering disciplines”. In prior years we have included the commissioning discipline on our team but LCDTCI has utilized separate direct contracts with commissioning agents. Should we exclude commissioning agents from our team of consultants in our response.

A1: Yes, building commissioning (CX) is hired by Loudoun County. AE will be responsible for working with Commissioning agents and reviewing and incorporating CX comments into the documents as applicable throughout the project design and construction phase.

Q2: Under Section 6.3, Proposal Content, E, 1, the RFP calls for “Graphics, maximum of three (3) per project (photographs, maps, drawing, etc.)” We believe this is intended to be (3) graphic pages. We suspect a series of images could be combined into a page size graphic either way but request that you confirm our understanding.

A2: There is no specificity on number of images you can present, but it must not exceed three double sided pages per project.

Q3: Page 9 of 39 – B. Proof of Authority to Transact Business Form (Page 38) needs to be submitted with the response. Currently, we are not registered as a Foreign Business Entities, (SCC Identification No.) however our CEO and Project Architects within the firm are registered individually in the State of Virginia. At this point in the selection process, is the SCC Identification Number required prior to submitting the bid response? Or can we check Box ‘C’ that we do not have a SCC number, but have filed for registration as a Foreign Business Entity and that application is currently pending? Note: We have made application with the Virginia SCC and paid the appropriate fees, but our application is pending awaiting State of Maryland to submit a Certified Copy of our Corporations’ Articles of Incorporation to the Virginia State Corporation Commission. With the Covid-19 Pandemic the State of Maryland is closed with only essential workers and this may not be achieved prior to the submission date of May 20, 2020.

A3: For the County to enter into a contract, the Offerors Firm must be properly registered with the SCC at the time of submission. All other questions regarding SCC registration shall be addressed to SCC.

Q4: Referencing: Page 4, Section 3.0, Background Information
A “full team of consultants” is described as including:

1. Architectural
2. All Engineering Disciplines (assumed to mean Structural, Mechanical, Electrical and Plumbing)
3. Traffic Engineering
4. Geotechnical Engineering
5. Security Consulting
6. Detention Specialists
7. Audio Visual Consulting
8. Acoustics

The County's last RFQ (479) for Architectural Services had the same list of consultants, but clarified through an Addendum that not all consultants needed to be identified and

have their information provided in the proposal. The somewhat shorter list of consultants to be specifically included in the proposal was: Architect, Structural Engineer, MEP Engineer, Civil Engineer and Geotechnical Engineer. Please advise if only the shorter list of consultants is to be named and with accompanying information provided.

A4: This is confirmed. All possible consultants on a project need not be identified at this time. Proposals must identify and include the requested information for Architects, Structural Engineers, MEP Engineers, Civil Engineers.

Q5: Is there any limit to the overall number of pages included in a proposal? If so, would you please advise if any types of information (e.g., cover letter, divider sheets, signature page, etc.) are excluded from that limit?

A5: There is no limit to the number of pages but Loudoun County prefers double-sided (if printed), concise and professional proposals.

Q6: In reviewing the Hold Harmless clause, 8.9, it states “the consultant shall indemnify the County ... from all liability.... as a consequence of any act.... of the applicable standard of care...” Should this read any *negligent* act? As written the consultant is liable for anything.

A6: Any issues related to the Terms and Conditions may be negotiated with the top ranked firms as indicated in IFB Paragraph 6.5.

Q7: Please provide further clarification as to what the maximum contract value represents. Does it represent the total architectural fee or the total construction cost?

Per Amendment 1:

Q2: Is there a maximum contract value per each Architectural team? If so, what is that value?

A2: The following limits contained in the Virginia Public Procurement Act cannot be exceeded: \$2.5 million dollars’ design fee per task order and the sum of all fees on projects performed in a one-year contract term shall not exceed \$6 million.

A7: These limits are for the Architectural/Engineering fees only.

Q8: In reference to page 9 of 39, E. Project Management and Technical Expertise, 1. Detailed project narrative description, the RFP states “project designs that have been completed within the past eight (8) years.” One of our project’s designs is 100% complete, but the construction is not. Will this still count as one of our four projects?

A8: Yes

Q9: According to Section 6.3.E.1 – Offeror shall submit “Detailed project narrative description of four (4) non-residential project designs that have been completed within the past eight (8) years.” Please confirm if a homeless shelter is considered non-residential.

A9: A homeless shelter could be considered either.

Q10: Section 6.3, F. Credentials of the Project Team, item 4. Project Manager/Design Manager resume – For the project portfolio, please clarify if the written description of not more than three designs is to be one-page maximum or each project description is one page for three pages’ maximum.

A10: Three pages’ maximum for each team member credential.

Q11: Section 6.3, F. Credentials of the Project Team, item 5. Lead Designer’s resume and portfolio – For the project portfolio, please clarify if the written description of not more

than three designs is to be one-page maximum or each project description is one page for three pages' maximum.

A11: Three pages maximum for each team member credential.

Note: Loudoun County will not reject proposals for exceeding pages set forth, but brevity is preferred.

Q12: Section 6, Item E-1: is it acceptable to submit projects that are in the Design phase? Or must all projects be 100% complete construction?

A12: Refer to A8

Q13: Section 6, Item E-1: is it intended that all of the requested information per project – graphics, narrative, lists, and descriptions be limited to a single, double-sided page? Meaning each project is a single page, for a total of four pages?

A13: Refer to A2

Q14: Section 6, item F-7, 8: a wide range of specialty consultants are listed in the scope of work. It is necessary to provide information for all possible sub-consultants, or is the core team acceptable?

A14: Refer to A4

Q15: I am writing to ask if you are waiving the requirement of 5 copies and 1 original to be submitted on May 20 at 4 pm, and accepting an electronic copy? I read on the addendum #1 that an electronic signature on the original is acceptable.

A15: Refer to page 1 of this addendum.

Q16: Page 9, Paragraph E. Project Management and Technical Expertise: 1. Detailed project narrative description (maximum of one (1) page, double sided per project) of four (4) non-residential project designs that have been completed within the past eight (8) years. Please confirm if projects that have completed 100% design but have construction completion pending may be included. Please also confirm if feasibility studies, facility assessments or other strategic planning documents that have been completed may be included.

A16: Refer to A8. Feasibility studies, facility assessments or other strategic planning documents are not to be included as one of the four demonstration projects. These types of projects can be included at 6.3.E.3 list or previous projects.

Q17: Regarding page 9, Paragraph D: Transmittal Letter on the Offerors Letterhead: We are currently undergoing a name change and are in the process of updating all of our state registrations. Will we be disqualified if our state registration does not match our current W-9/ legal name?

A17: Refer to A3

Q18: Are the Project Manager/Design Manager and Lead Designer both required to be licensed in the Commonwealth of Virginia? Can just the Project Manager/Design Manager be licensed?

A18: Correct, we expect designers to have architectural credentials but more than one licensed architect on the team is not required.

Q19: From Section 6.3.F. 4. and 5. "Project Portfolio: Submit written description (maximum one (1) page) of not more than three (3) designs completed within the past ten (10) years attributed to the Project Manager/Design Manager" and "Lead Designer". Please

confirm it is permissible to submit a maximum of one (1) page, double-sided per project, similar to the maximum page allocation as described in Section 6.3. E.1.

A19: Refer to response #2

Q20: Can you clarify the type of projects expected for the Detention Consultant?

A20: Detention consultant does not need to be included with this proposal.

Q21: Can you clarify what credentials you expect for the Detention Specialist?

A21: Refer to A20.

Q22: Please confirm that we need to submit printed copies of our proposal or if we can submit electronically?

A22: Refer to page 1 of this addendum.

Q23: Do you want copies of professional licenses for all staff or just the project manager and design manager?

A23: Licenses should only be included for Project Manager and Lead Designer.

End of Questions & Answers